

CLASSIFICATION:

Secret

DATE:

May 6 1955

TO:

C. P. Mgt.

FROM:

C/O + m Staff

SUMMARY:

RMS Dir.

BROUGHT FORWARD TO

- O + m 2 - 1956

CLASSIFICATION:

Secret

DATE:

TO:

FROM:

FILED: 04M2-1. Chgd to

STAT

RECORDS MANAGEMENT DIVIS

Rcd.	No.	Subject
3/30	✓ 1666	Type of Medical Leave on T & A (Wtd of Line Awards for PO Handling)
4/6	✓ 1688	Not require Forms Control approved
4/7	✓ 1695	Reply sent IAC 4/13/55 Mark non-Carbon Copy (Carbon Reply sent IAC 4/12/55)
4/14	✓ 1610	Prepared for filing all package of manifest sheets (Ret'd Am. Awards, Sugg. identical to them one Nos. 9804 1480 were evaluated by our staff)

4/27 ✓ 1722.

Note multiple copies
on trainee (Reply sent IAC 4/3/55)

Recd	No	Subject	Chgd to	STAT
2/17	✓ 1513	Revised Travel Order Form	[Redacted]	
2/18	✓ 1535	Form 33-9 (Forwarded to [Redacted] to handle)	2/21	STAT
2/18	✓ 1543	SF-52 (Forwarded to [Redacted] to handle)	2/21	
2/18	✓ 1536	CIA Manual (Forwarded [Redacted] handle)	2/21	STAT
2/13	✓ 1561	Double Cover Sheets (Ref sent FAC 4/18/55)	[Redacted]	
3/3	✓ 1580	Work for Receptionists (sent to [Redacted] for reply)		STAT

STAT

Rcd.	No.	Subject & Description	Chgd to
2/1/55	✓ 1477	Immunization Register form (Reply sent IAC 4/18/55)	
2/1/55	✓ 1460	Murderation / routine notices (Reply sent IAC on 4/8/55)	
2/1/55	✓ 1475	Subject: Option on all messages (Reply sent IAC 3/2/55)	
2/1/55	✓ 1462	Card board cartolinas for overnight storage Reply sent IAC 2/9-55	
2/9/55	✓ 1497	Stitching records (Reply sent IAC 6/3/55)	
2/17/55	✓ 1522	Perforate Form No. 33-20 (sent [redacted] on 3-15-55)	
2/17/55	✓ 1520	Super CF bonding (sent to [redacted] 2/23/55)	

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Ref	No	Subject and Signature	Chgd to
✓ 12/55	1426	Autoscript copy paper (attach sent 1/25/55) reply sent	
✓ 12/55	1428	Stocking of shell fasteners (reply sent 1/25/55)	
✓ 17/55	1440	Spunching of fabric & colored tissue (sent 1/24/55)	
1/26/55	✓ 1467	Narrow rulings on Chorthand paper (Reply sent 1/26/55)	
1/26/55	✓ 1466	Standard size for all Govt. dispatch (sent 1/26/55)	
2	✓ 309	(Interim, reply sent 1/27)	
✓ 1465		Type pouch number on chetsuets	

STAT

Fed.	No.	Subject & Disposition	FILED: RETURN TO	STAT
8/27/54	1162	Use of Weiss Photo at PC (Turned over to Pinner for comment in Sep)	[Redacted]	
8/27/54	1163	Use of ditto masters with Omidge proof ebony carbon Containing report sent IAC on 11/4/54		
8/30	643	Magic Copy Paper (sent 9/2/54)		
8/31	1169	Make-up Changes in Forms No. 0 59-34 and 59-42		
9/1	1170	Adoption of Form "Work Order Request (Rtd IAC 9/28/54 to be handled by sent IAC 9/27/54)		
9/2	1178	[Redacted]		

Fed.	No.	Subject	Charged to:
5-14-54	840	std. Sac 5-14-54 - comments on cover sheet.	
5-20-54	905	Letter Rize Oafes std. Sac 5-24-54 - retyped from [redacted] comments	
5-21-54	946	reproduction / publication field in [redacted]	
6-1-54	960	Letter Rize Oafes std. Sac 6-1-54 - 9-13-54	
964	964	From 64 (std. Sac on 6-14-54)	

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STAT Chgd. to

Red.	No.	Subject and Description
✓ 2	979	Signature Marker Sent SAC 9/8/54
✓ 10/54	1096	Check Calendars Sent SAC 9/27/54 reply sent IAC 11/22/54
STAT ✓ 9/13/54	889	Repository for documents for employees going overseas Ret'd. SAC on 9/24/54
✓ 9/13/54	1191	V M Envelopes Sent SAC 9/15/54
✓ 5	944	Serial number system on memoranda (Sent [redacted] 9/15/54)
✓ 2	1157	Chain envelopes
11/10/54	1110	Rpt. of Separation form

Rcd.

No.

Subject: *Disposition*

Charged to

STAT

9/29/54

1218

Proposed revision in form used in pouch procedure

STAT

10/1/54

1234

1918 "L" on 10/1/54
Handling of NIS at Center
Reply sent thru [redacted] 12/1

STAT

✓?

1155

Chg. in Reppo. Reg. Form 36-2
Sent LAC 10/8/54

10/19/54

1233

Abstracts of CS DBs or 701s -
into form [redacted]

STAT

10/20/54

1275

Signature Reference & other
kinds of tabs punched
inserted.

Rd. No. *Supervisor's Prep* Chgd. to.

?	929	Form 70-82 made into pad. (Intermediate Sgt. sent	
✓	1102	Purchase of chain gun. (string)	
	1171	Answered & forwarded to Security for their indicators on CS reports bearing critical Security Otagup	
1/16/54	1193	Get it & SAC to be handled by FI 9/28/54 (over sheets)	
1/22/54	690	Replace document receipt with 13 M Card "ack"	

(Admin) 10/

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Rcd.

No. *Subject & Disposition* Charged to:

✓ 6-30-54 1008 revision / chg-out card - RT
sent IAC on 7-20-54

✓ 7-6-54 1033
sent OAR div. 7-7-54

✓ 7-12-54 1056 Carbons & paper
std. IAC 7-13-54

7-20-54 1068 Revision of Form 51-28 & 51-2
interim rpt. sent 11/30/54.

✓ 8-5-54 1093 Name & Cpt No. on
memos. Ret'd IAC 10/12/54

✓ 8-24-54 1107 *Transfer of information*
sent *to* 9-8-54

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✓	1292	(Sent IAC 10/25/54)	
✓ 10/25/54	1166	(Series Receipt Control (3pt) Reply sent IAC on 11-4-54)	
✓ 11/2	1270	(Increasing Adding Machine and Typewriter Ribbon Life (Sent IAC 11/2/54))	
✓ 11/2	1275	(Punched & reversible notes. Reference Tab (Reply sent IAC on 11-4-54))	
✓ 11/2	1286	(Epo Backing Sheet (Reply sent IAC on 11-4-54))	
✓ 11/54	1338	(Sent [redacted] for Reply 11/54)	

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Ref.	No.	Subject	Charged to
11/12/54	1303	Job Order Form (Interim reply sent 1/27)	book fund
11/15/54	922	Paych Receipt (rt'd. from Sec. off)	book fund
✓ 11/8/54	1038	Indicating on file copies clarity of outgoing corres Interim rpt. sent IAC 1/19 Payroll Chg. notices (reply sent IAC 1/18/54)	
✓ 11/16/54	1050	(final reply sent IAC 1/25/55)	
✓ 11/19/54	1357	Letterhead Stocked in letter and legal	

Rcd.	No.	Subject	Charged to:
✓	799	NCR Paper (rtd. SAC 4-23-54)	
✓ 4/5/54	817	Manifold, intx - leaved dispatch form. (sent so/p admin. 5/5/54)	
✓ 4/29/54	897	Form 51-10 (sent SAC 5/6/54)	
✓ 4/29/54	779	Security Protector (sent SAC on 5/5/54)	
✓ 5/17/54	922	Redesign of pouch rept. (eliminary memo sent up in tickler sent 5/21/54 for concurrence)	

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<i>Recd.</i>	<i>No.</i>	<i>Subject & Disposition</i>	<i>Ch. to.</i>
✓ 1/22/54	1358	Short Form 6 & Repts (reply sent IAC on 12/15/54)	
✓ 1/23/54	1361	Undated folders (reply sent IAC on 12/21/54)	
✓ 1/8/54	1386	Form 51-28 & 51-29 Informal note re delay sent 12/10/54 reply sent IAC 1/10/54	
12/13/54	1387	NIS Control Record Form	
12/14/54	✓ 1017	Pre-punching of Standard (reply sent IAC 12/14/54)	
✓ 12/16/54	1406	Sales (spacing of space) (reply sent IAC 12/23/54)	

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Rcd.	No.	Subject & Disposition	Charged to:
✓ 6-4-54	957	Form 35-91 with reply from [redacted] (Std. SAC on 6-22-54)	STAT
✓ 6-7-54	986	Paper & erasers (Std. SAC on 6-25-54)	STAT
✓ 6-21-54	970	Logging system in Commo (Std. SAC on 6-23-54)	
✓ 6-23-54	965	Staff Duty Check List Form Reply Int. Chief, SO 8/16/54	
✓ 6-29-54	1018	Courtesy Copies & Correction	
	1020	Type for repro. by Photo [redacted] [redacted]	
		Photo [redacted] [redacted] #1018 to SAC 7/15/54	STAT